**Extended Response (Essay) Checklist**

A well thought out and carefully structured piece of writing that answers the question will always gain the best marks. Remember to always use formal, sophisticated language, and be careful of your spelling and grammar. Keep sentences concise and always link your paragraphs back to your main argument. Before submitting your work to be marked, use this checklist to ensure that you have followed the conventions of essay writing.

**Pre-Writing**

* Underline or highlight the key words in the question
* Write a brief plan

**Introduction**

* Answer the question (use the terms of the question)
* Elaborate on the different aspects of belonging that you will be discussing
* Introduce your prescribed and supplementary texts
* Briefly explain how each text presents ideas about belonging

**Body (3 main points)**

* Topic sentence that answers the question and gives a concise indication of the direction your paragraph will be going in
* Detailed discussion of how the composer explores the concept of belonging in the text
* Explicit detailing of techniques used
* Close textual evidence to support your argument
* Detailed, in depth analysis of how your techniques and supporting textual evidence present a particular concept of belonging
* Concluding sentence that links your discussion back to your main argument
* Each paragraph deals with a clearly defined separate point
* Each topic sentence links back to the previous paragraph, building on your argument

**Conclusion**

* Restate the terms of the question
* Explain how analysis of each text has demonstrated various concepts of belonging

**Common Mistakes Checklist**

Before submitting a piece of work for marking, ask yourself the following questions. Does your response:

* Base its answer on *one* prescribed text?
* Include *several* other related texts?
* Answer the *question* posed?
* Explain *what* each text says about belonging?
* Explain *how* each text conveys ideas about belonging?
* Have *balance* in the treatment of each text?
* Make *connections* between the texts?
* *Compare* and *contrast* ideas and techniques?
* Draw all these ideas together and synthesise them into an argument?
* Use *formal* and *sophisticated* language?
* Have a *clear* and *logical* structure?
* Use correct *spelling, grammar* and *paragraphing*?